

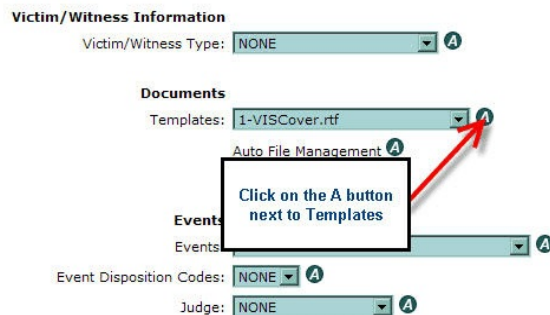
Uploading Templates to PIMS

Here are the illustrated steps to uploading new templates into PIMS:

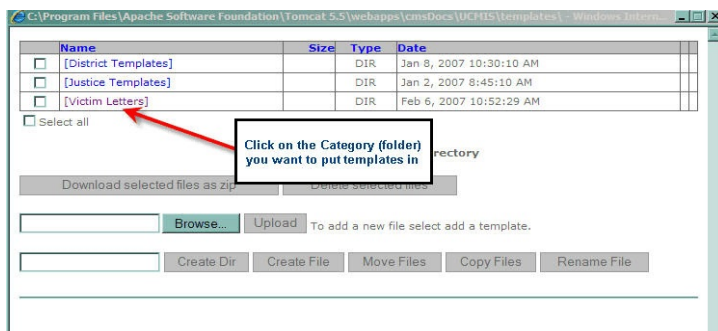
1. On the home page of PIMS, click on the Administration button.



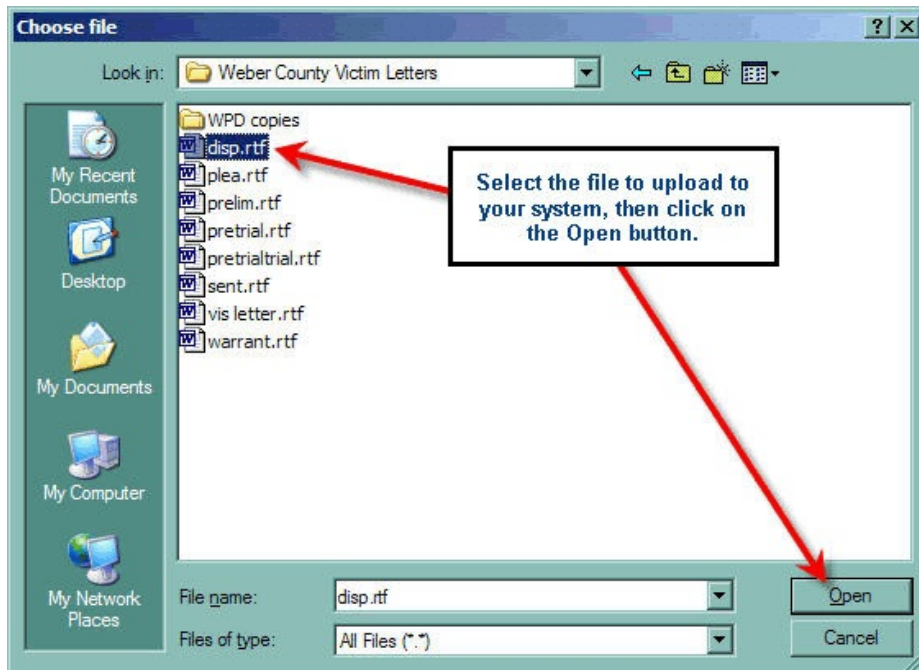
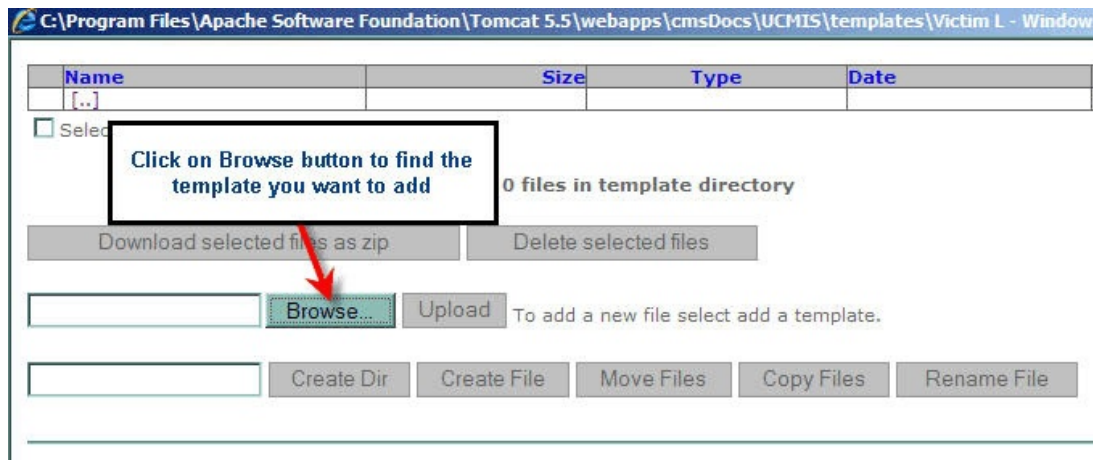
2. Click on the A button next to the Templates.



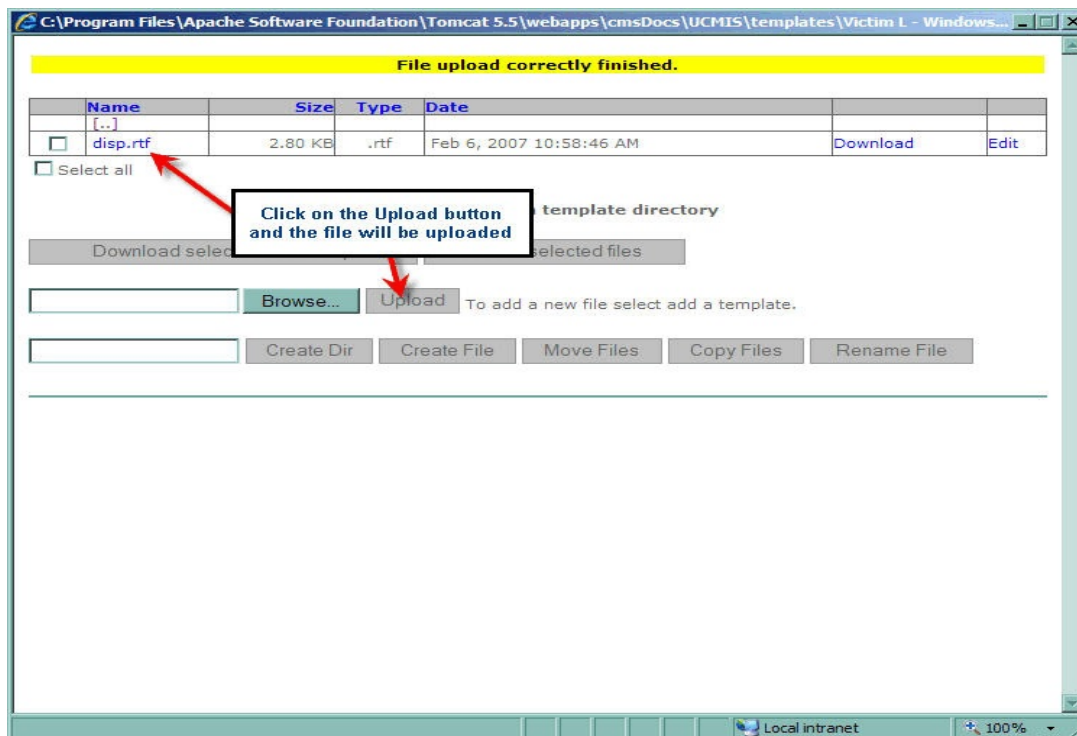
3. Select the folder you want to put the templates in. If it doesn't exist, you can type the name in the box to the left of the CreateDir button and then click on CreateDir. That will create a folder which you then click on.



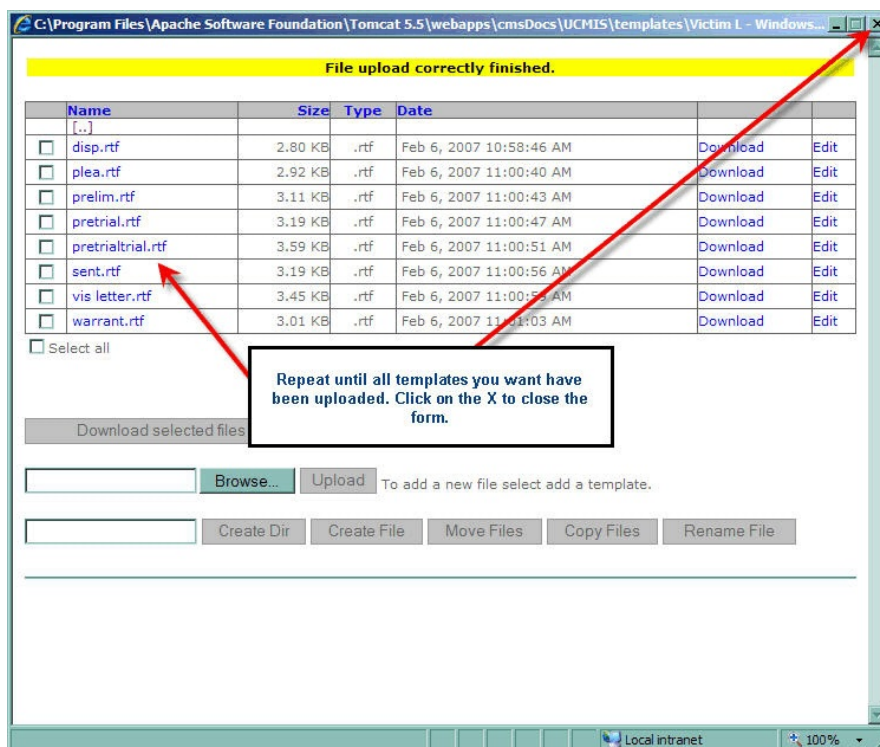
4. Click on the Browse button and navigate to where your templates files are. Select the file you want to upload and click on the Open button.



5. Click on the Upload button to copy the file to the server and it will show up in the list, ready to be used.



6. Repeat steps 4 and 5 until you have all the templates uploaded. Close the template admin form by clicking on the X.



7. Click on the Refresh ALL lists button to make sure that the changes show up.

Defense Attorney: **A**

Court

Court/Location: **A**

Court Type: **A**

Other

User/Role Administration **A**

Audit Administration **A**

Refresh ALL lists **A**

Click on the A button
by Refresh ALL lists

COUNCIL CASE MANAGEMENT SYSTEM

Powered by **DTS**

8. Return to Home page and you are done with uploading new templates.